

Employee Suggestion Form

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812



National Aeronautics and
Space Administration

INSTRUCTIONS TO SUGGESTER: (Type Only - Do Not Handwrite) 1. Complete all items on <u>both</u> pages except "Suggestion Number". 2. Describe your suggestion completely - tell what it will do - where it can be used. 3. Use additional sheets of paper and include drawings or pictures, as necessary. 4. Mail to HS40/Awards Office, Bldg. 4200, Rm. 212. 5. Only Civil Service employees are eligible for cash awards through the Suggestion Program.				Awards Office Use Only: Code: _____ Category: _____ Evaluator: _____ Received: _____	
LAST NAME, FIRST NAME, MIDDLE INITIAL: Dr. Mr. Ms. Mrs.				SUGGESTION NUMBER:	
DIVISION (OR OFFICE), BRANCH, SECTION:					MAIL CODE:
JOB TITLE AND GRADE:		BUILDING NUMBER:	TELEPHONE NUMBER:	SUPERVISOR/MAIL CODE/TELEPHONE NO.:	
SUBJECT OF SUGGESTION:					
My acceptance of a cash award for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.			DATE:	SIGNATURE OF SUGGESTER(S):	
(See Privacy Act Statement on page 2)					
PRESENT PRACTICE/PROCEDURE:					
PROPOSED CHANGE TO PRESENT PRACTICE/PROCEDURE:					

HOW WILL THIS IDEA IMPROVE THE PRESENT PRACTICE/PROCEDURE AND WHAT ARE THE ESTIMATED SAVINGS:

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals submitting suggestions under the Incentive Awards Program.

AUTHORITY - The authority to collect the information to be supplied herewith is derived from 42 U.S.C. 2473 and 44 U.S.C. 3101.

PURPOSES AND USES - The information covered by the Privacy Act which you supply will be used for identification and location purposes to facilitate notification of action taken on the suggestion submitted.

EFFECTS OF NONDISCLOSURE - Provision of the required information is voluntary. However, failure to supply the required information may result in your not receiving notification of action taken on your suggestion or payment of a monetary award should such an award be granted.